

State of Nevada Bureau of Water Pollution Control

Version Date: 10/16/2013

2004107 Individual (NV, NEV, UNEV) Permit Files

Reviewed: 9/3/2013

Description: This record series documents projects that received State of Nevada ground water permits, National Pollutant Discharge Elimination System (NPDES, see 33 U.S.C. §§ 1341 et seq.) and Underground Injection Control (UIC) permits, in accordance with water pollution control statutes and regulations found in NRS Chapter 445A and NAC Chapter 445A. The files may contain: (1) "Permit File" containing issued permits, fact sheets, public notice documentation, letters from the agency, permittee correspondence, public comments and similar supporting documentation; (2) "Technical" containing engineering and technical plans submitted by applicant, technical review documentation, maps, operations / maintenance inspections, federal inspections, and related correspondence; (3) "Monitoring Reports" containing monitoring compliance reports with associated documentation; (4) "Permit Enforcement" containing documentation on enforcement actions (including notices, orders, suspensions and similar documents); (5) "Fees" containing permit fee receipts and related supporting documentation, and; (6) "Other" containing documentation pertaining to activities conducted under the permit. Note: These files may contain business and trade secret information which may be protected by 40 CFR 122.7, NRS 445A.665 and NAC 445A.237. The engineering and technical plans may be considered confidential under the Nevada Homeland Security Act (NRS 239C.210 (2)(c)).

Retention: Retain for a period of twenty (20) calendar years from the end of the calendar year in which (a) the permit expired, was suspended or revoked and not renewed; or (b) the permit was finally closed.

Disposition: Permanent: Transfer to State Archives

2003084 ISDS (individual Sewage Disposal Systems) - Commercial Files

Reviewed: 8/13/2003

Description: This records series is used to review plans for the construction or remodeling (improvement) of commercial sewage disposal systems as required by NRS 444.650 and NAC 444.750 to 444.8396. "Commercial" includes any business using its own sewage disposal system not connected to a community sewage system. The files may include: "Application for Permit to Construct a Residential or Commercial Individual Sewage System," sewage system plans & specifications (including any details on installation and/or use of wells), engineer plan, soil tests, transmittal letter, project review letter of approval or denial, copy of occupancy permit, related correspondence and similar documents.

Retention: Retain these records for; (a) forty (40) calendar years from the end of the calendar year in which the permit was approved or (b); six (6) calendar years from the end of the calendar year in which the system failed. Permits that were not approved, or withdrawn, may be disposed of one (1) calendar year from the end of the calendar year in which the permit was received [reference NAC 444.786 (6)].

Disposition: Destroy Securely

2004111 Other General Permit Files

Reviewed: 9/18/2013

Description: This record series documents projects approved under the General permits issued for maintenance / rolling stock and agriculture projects by the Bureau in accordance with statutes and regulations found in NRS Chapter 445A and NAC Chapter 445A. The files may contain, but are not limited to: (1) "Project Information" containing Notice of Intent (NOI), fee receipts, letters from the agency, owner/operator correspondence, Notice of Termination (NOT) and similar supporting documentation; (2) "Technical" containing engineering and technical plans submitted by applicant, technical review documentation, maps, operations / maintenance inspections, federal inspections, and related correspondence; (3) "Permit Enforcement" containing documentation on enforcement actions (including notices, orders, suspensions and similar documents. Note: These files may contain business and trade secret information which may be protected by 40 CFR 122.7, NRS 445A.665 and NAC 445A.237. The engineering and technical plans may be considered confidential under the Nevada Homeland Security Act (NRS 239C.210 (2)(c)).

Retention: Retain these records for a period of twenty (20) calendar years from the end of the calendar year in which the project was completed, terminated or was finally closed.

Disposition: Permanent: Transfer to State Archives

2004113 Permits: Incomplete, Denied, Withdrawn & Application Process Never Finalized

Reviewed: 9/3/2013

Description: This record series documents the permit applications that were never finalized, including those withdrawn, denied, and never completed. They may include many of the records within the various permit files of the

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Bureau, including, but not limited to: application, notification of incomplete application from Bureau, letter of determination (denial), requests for hearing, hearing documentation, supportive documentation and related correspondence.

Note: These files may contain business and trade secret information which may be protected by 40 CFR 122.7, NRS 445A.665 and NAC 445A.237. The engineering and technical plans may be considered confidential under the Nevada Homeland Security Act (NRS 239C.210 (2)(c)).

Retention: Retain these records for a three (3) year period of time from the date of the last action.

Disposition: Destroy

2007045 Storm Water General Permits - Terminated & Inactive Project Files

Reviewed: 3/12/2008

Description: This record series documents projects & facilities approved under the Storm Water General permits issued for mining, industrial and construction projects by the Bureau in accordance with statutes and regulations found in NRS Chapter 445A and NAC Chapter 445A. The files may contain: (1) "Project Information" containing Notice of Intent (NOI), fee receipts, letters from the agency, owner/operator correspondence, Notice of Termination (NOT) and similar supporting documentation; (2) "Technical" containing engineering and technical plans submitted by applicant, technical review documentation, maps, operations / maintenance inspections, federal inspections, and related correspondence; (3) "Permit Enforcement" containing documentation on enforcement actions (including notices, orders, suspensions and similar documents).

Retention: Retain these records for a period of five (5) calendar years from the end of the calendar year in which the project was completed, terminated or was finally closed.

Disposition: Destroy Securely

2003095 Subdivision Maps and Plans

Reviewed: 9/3/2013

Description: This records series is used to review tentative and final maps of proposed subdivisions for water and sewage system requirements in accordance with NRS Chapter 445A, NAC Chapter 444, NRS Chapter 278 and NAC Chapter 278. The tentative and final map files are separate from each other. The files may consist of, but are not limited to: Tentative maps of subdivisions (final maps are sent to the County Recorder when certified); Water sampling analysis reports; Soil analysis reports; Certifications with related correspondence and documentation; Letter of approval or denial; Related correspondence and similar documents.

Note: These files may contain business and trade secret information which may be protected by 40 CFR 122.7, NRS 445A.665 and NAC 445A.237. The engineering and technical plans may be considered confidential under the Nevada Homeland Security Act (NRS 239C.210 (2)(c)).

Retention: Retain completed and approved Tentative and Final files for ten (10) calendar years from the end of the calendar year in which the final approval was given and submitted to the County Recorder. Retain incomplete or denied Tentative files and incomplete or denied Final files for three (3) calendar years from the end of the calendar year in which the final action was taken. Reference: NRS 11.190 (3)(d), NRS 11.204 (2) and NRS 278.360.

Disposition: Destroy Securely

2009022 Subdivision Maps and Plans: Denied

Reviewed: 9/3/2013

Description: This record series is used to review subdivision maps, including but not limited to tentative, final, parcel, and reversion to acreage submittals, of proposed subdivisions for water and/or sewage system requirements (See NRS Chapter 445A, NAC Chapter 445A, NAC Chapter 444, NRS Chapter 278 and NAC Chapter 278). These files may consist of, but are not limited to: Maps, plans, technical review documentation, etc.; Fee receipts; Water sampling analysis reports, soil analysis reports; Denial letter with associated documentation; Related correspondence and similar documentation.

Note: These files may contain business and trade secret information which may be protected by 40 CFR 122.7, NRS 445A.665 and NAC 445A.237. The engineering and technical plans may be considered confidential under the Nevada Homeland Security Act (NRS 239C.210 (2)(c)).

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year from the date of denial.

Disposition: Destroy Securely

2009021 Subdivision Maps and Plans: Incomplete or Withdrawn

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Reviewed: 9/3/2013

Description: This record series is used to review subdivision maps, including but not limited to tentative, final, parcel, and reversion to acreage submittals, of proposed subdivisions for water and/or sewage system requirements (See NRS Chapter 445A, NAC Chapter 445A, NAC Chapter 444, NRS Chapter 278 and NAC Chapter 278). These files may consist of, but are not limited to: Maps, plans, technical review documentation, etc.; Fee receipts; Water sampling analysis reports, soil analysis reports; Related correspondence and similar documentation.
Note: These files may contain business and trade secret information which may be protected by 40 CFR 122.7, NRS 445A.665 and NAC 445A.237. The engineering and technical plans may be considered confidential under the Nevada Homeland Security Act (NRS 239C.210 (2)(c)).

Retention: Retain these records for a period of one (1) calendar year from the end of the calendar year from the date of receipt.

Disposition: Destroy Securely

2004108 Temporary Permit Files

Reviewed: 9/3/2013

Description: This record series documents temporary (short-term) projects related to State of Nevada ground water and surface water discharge permits (See NRS Chapter 445A and NAC Chapter 445A). The files may contain, but are not limited to: (1) "Permit File" containing issued permits, fact sheets, fee receipts, letters from the agency, permittee correspondence and similar supporting documentation; (2) "Technical" containing engineering and technical plans submitted by applicant, technical review documentation, maps, operations / maintenance inspections, federal inspections, and related correspondence; (3) "Monitoring Reports" containing monitoring compliance reports with associated documentation; (4) "Permit Enforcement" containing documentation on enforcement actions (including notices, orders, suspensions) and; (5) similar documents.
Note: These files may contain business and trade secret information which may be protected by 40 CFR 122.7, NRS 445A.665 and NAC 445A.237. The engineering and technical plans may be considered confidential under the Nevada Homeland Security Act (NRS 239C.210 (2)(c)).

Retention: Retain these records for a period of twenty (20) calendar years from the end of the calendar year in which; (a) the permit expired, was suspended or revoked and not renewed, or; (b) the permit was finally closed.

Disposition: Permanent: Transfer to State Archives

2004110 Underground Injection Control General Permit Files

Reviewed: 9/3/2013

Description: This record series documents projects & facilities approved under the Underground Injection Control General permits issued for large capacity septic systems and oil/water separators by the Bureau in accordance with statutes and regulations found in NRS Chapter 445A and NAC Chapter 445A. The files may contain: (1) "Project Information" containing Notice of Intent (NOI), fee receipts, letters from the agency, owner/operator correspondence, Notice of Termination (NOT) and similar supporting documentation; (2) "Technical" containing engineering and technical plans submitted by applicant, technical review documentation, maps, operations / maintenance inspections, federal inspections, and related correspondence; (3) "Permit Enforcement" containing documentation on enforcement actions (including notices, orders, suspensions and similar documents).
Note: These files may contain business and trade secret information which may be protected by 40 CFR 122.7, NRS 445A.665 and NAC 445A.237. The engineering and technical plans may be considered confidential under the Nevada Homeland Security Act (NRS 239C.210 (2)(c)).

Retention: Retain these records for a period of five (5) calendar years from the end of the calendar year in which the project was completed, terminated or was finally closed.

Disposition: Permanent: Transfer to State Archives